



# **Departmental Quarterly Performance Report**

**Miami Dade County Homeless Trust**

**Reporting Period:  
FY 2002 - 2003  
Fourth Quarter**

<b>I. Performance Initiatives</b>	<b>Page 2</b>
<b>II. Personnel Status</b>	<b>Page 5</b>
<b>III. Financial Performance</b>	<b>Page 6</b>
<b>IV. Department Director Review</b>	<b>Page 8</b>

MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status **Check all that apply**

County Mgr. Priority (Circle One): **People** Service Technology Fiscal Responsibility

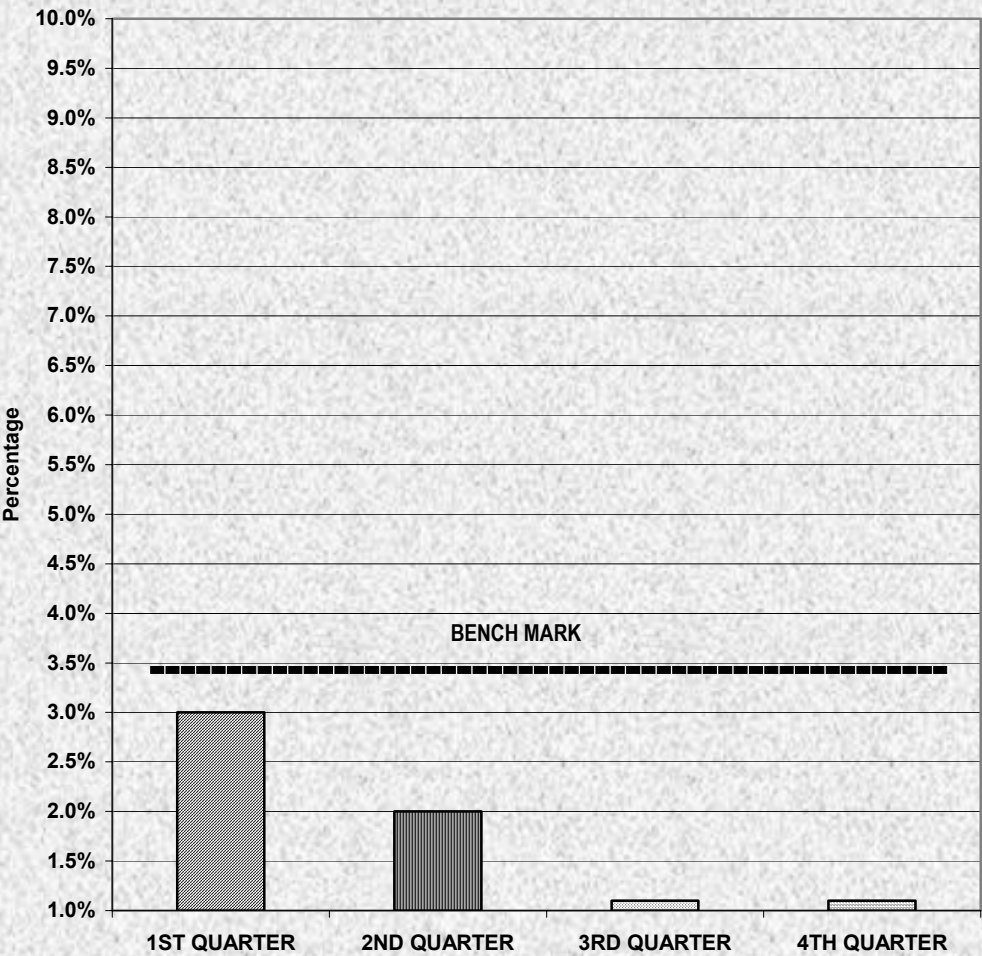
Increase access to and utilization of emergency housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted emergency housing providers by the end of the fiscal year to a level less than 3.5%.

**Performance Indicators:**

- Emergency shelter placements totaled 1,614 of homeless individuals for this quarter.
- Homeless Trust contracted outreach teams had 9,806 contacts with homeless individuals for this quarter.
- The established goal for this quarter was met as the vacancy rate was 2.5% less than the established goal.

☐ Strategic Plan  
☒ Business Plan  
☐ Budgeted Priorities  
☐ Customer Service  
☐ ECC Project  
☐ Workforce Dev.  
☐ Audit Response  
☐ Other \_\_\_\_\_  
(Describe)

Emergency Housing Vacancy Rate



# Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

Reporting Period: Fourth Quarter

County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility

Increase access to and utilization of transitional housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted transitional housing providers by the end of the fiscal year to a level less than 2.0%.

## Performance Indicators:

- Due to the opening of a new DHS transitional Domestic Violence housing program during the third quarter, there were newly created beds which remained un-occupied due to start up related issues. Many of these issues continued to impact the program in the fourth quarter as well. For this reason, the vacancy rate was at 6% for the quarter, 4% above the established benchmark.

Strategic Plan

X Business Plan

Budgeted

Priorities

Customer

Service

ECC Project

Workforce

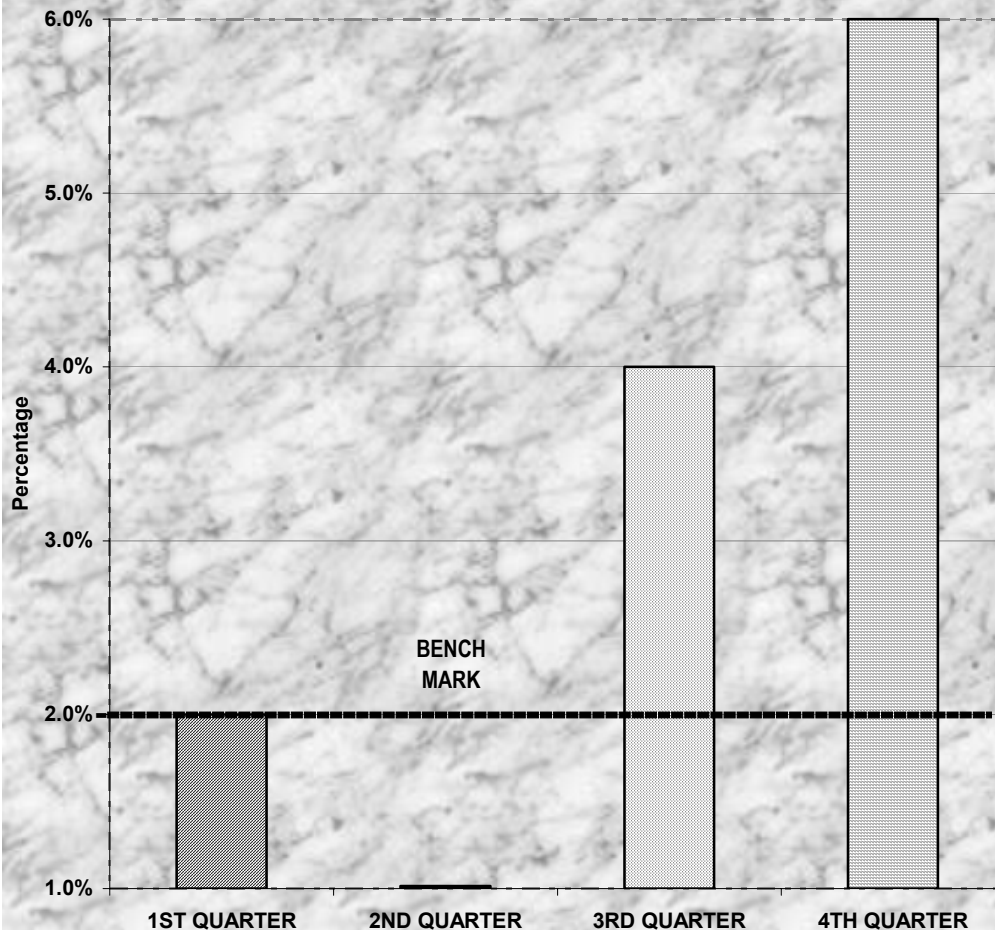
Dev.

Audit

Response

Other \_\_\_\_\_  
(Describe)

## Transitional Housing Vacancy Rate



# Departmental Quarterly Performance Report

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**Reporting Period: Fourth Quarter**

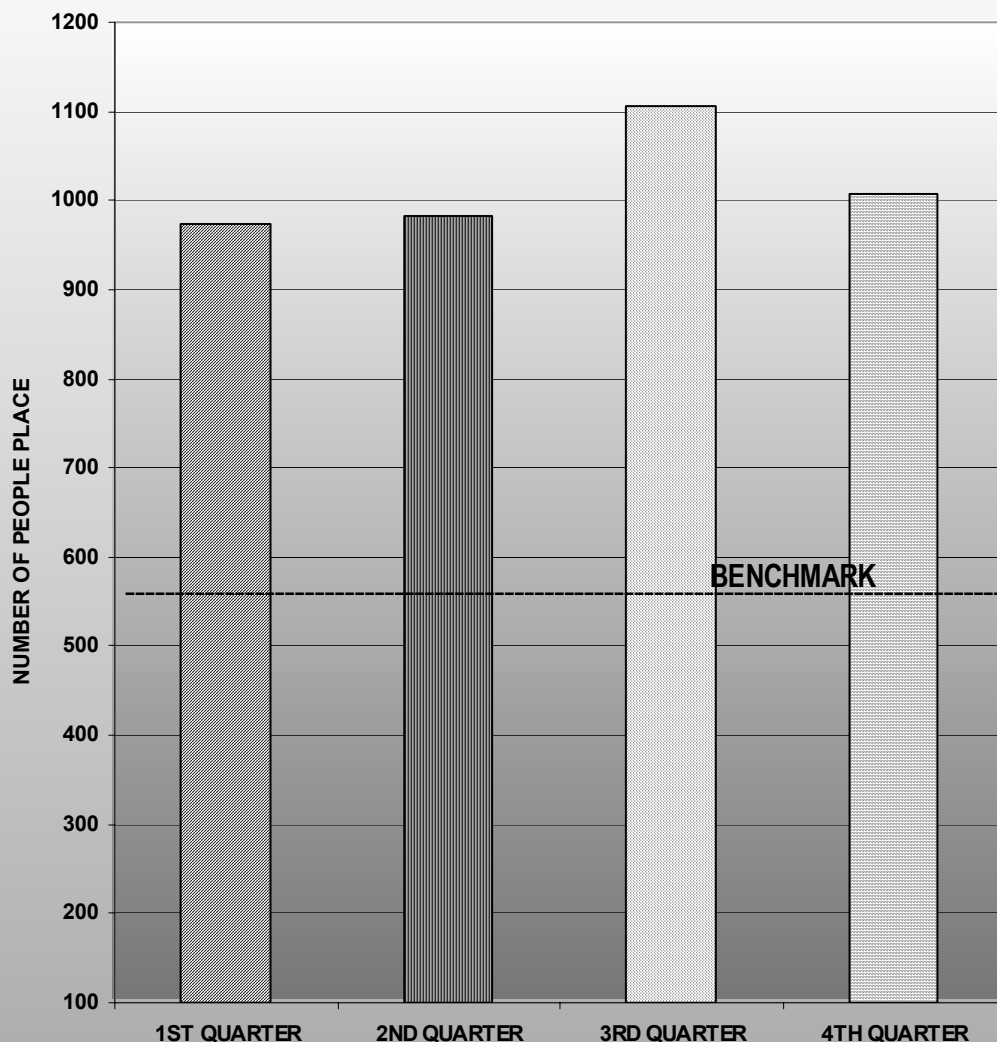
County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility

Increase access to and utilization of permanent housing units within the Homeless Continuum of Care. It is our goal to place a minimum of 510 formerly homeless individuals into permanent housing per quarter.

## Performance Indicators:

- Performance for this quarter exceeded the established goal as there were 1,008 placements into permanent housing of formerly homeless individuals.

## Permanent Housing Placements



☐ Strategic Plan  
☒ Business Plan  
☐ Budgeted Priorities  
☐ Customer Service  
☐ ECC Project  
☐ Workforce Dev.  
☐ Audit Response  
☐ Other \_\_\_\_\_  
 (Describe)

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**PERSONNEL SUMMARY**

***A. Filled/Vacancy Report***

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	10	12	12	0	11	1	10	2	11	1

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

**Notes:**

*B. Key Vacancies – There was one vacancy at the end of the fourth quarter at the Homeless Trust. A vacancy occurred within the department when a Contracts Officer was re-assigned to another position within the department.*

*C. Turnover Issues – No turnover issues to report at this time.*

*D. Skill/Hiring Issues – No issues to report in this area.*

***E. Part-time, Temporary and Seasonal Personnel***  
***(Including the number of temporaries long-term with the Department)***

The department did have one (1) temporary employee contracted through an employment agency on staff in order to assist in grant related work. This position is funded through State of Florida Grant revenues.

***F. Other Issues***

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**FINANCIAL SUMMARY**

	FY 2001-2002 Actual	FY 2002-2003							
		Total Annual Budget	Quarter 4		Year-To-Date				
			Budget	Actual	Budget	Actual	Variance	% of Annual Budget	
Revenues									
Food and Beverage *	\$8,122,116	\$7,700,000	\$1,925,000	\$2,796,478	\$7,700,000	\$8,507,184	\$807,184	110%	1
US HUD Grants *	\$11,594,879	\$11,526,000	\$2,881,500	\$1,544,470	\$11,526,000	\$12,472,774	\$946,774	108%	2
US DOL WTW Grants	\$177,528	\$0	\$0	\$0	\$0	\$0	\$0	N/A	
State of Florida Grants *	\$1,486,413	\$1,108,100	\$277,025	\$298,944	\$1,108,100	\$1,548,633	\$440,533	140%	3
Donations *	\$523,433	\$30,000	\$7,500	\$12,021	\$30,000	38,002	\$8,002	127%	4
Interest Earnings	\$65,402	\$75,000	\$18,750	\$12,125	\$75,000	39,014	(\$35,986)	52%	5
Carryover *	\$2,473,055	\$2,625,900	\$0	-	\$2,625,900	\$2,625,294	(\$606)	100%	
Total Revenues	\$24,442,827	\$23,065,000	\$5,109,775	\$4,664,037	\$23,065,000	\$25,230,901	\$2,165,901	109%	
Expenditures									
Salaries & Fringes	\$584,101	\$719,500	\$179,900	\$187,564	\$719,500	\$730,287	\$10,787	101%	
Other Operating Expenses *	\$21,232,045	\$22,340,500	\$4,928,625	\$6,018,254	\$22,340,500	\$21,992,750	(\$347,750)	98%	
Capital	\$1,387	\$5,000	\$1,250	\$3,307	\$5,000	\$3,307	(\$1,693)	66%	6
Total Expenditures	\$21,817,533	\$23,065,000	\$5,109,775	\$6,209,125	\$23,065,000	\$22,726,344	(\$338,656)	99%	
Revenues Less Expenditure	\$2,625,294	\$0	\$0	(\$1,545,088)	\$0	\$2,504,557	\$2,504,557		
* All figures in the current year budget column have been updated to reflect the approved supplemental budget									
1) Food and Beverage tax proceeds were higher than budgeted for the fiscal year as monthly collections exceeded budgeted levels.									
2) U.S. HUD revenues were higher than budgeted for year end due to increased reimbursements processed by MDHT and collection of prior year expenditures.									
3) State Grant revenues were higher than budgeted due to reversal of deferred revenues from the prior fiscal year.									
4) Donations received from the Miami Coalition for the Homeless were higher than budgeted.									
5) Interest earnings were lower than budgeted due to marginal interest rates.									
6) All budgeted computer equipment was not purchased during this fiscal year but will be obtained during FY 03-04.									

**Equity in pooled cash (for proprietary funds only)**

Fund/Sub-Fund	FY 2001-2002 Actual Fund Balance	Projected at Year-End as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
150/155	\$2,625,294	\$1,669,000	\$2,107,000	\$2,213,800	\$2,504,557
<b>Total</b>	<b>\$2,625,294</b>	<b>\$1,669,000</b>	<b>\$2,107,000</b>	<b>\$2,213,800</b>	<b>\$2,504,557</b>

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### **Comments:**

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

### ***STATEMENT OF PROJECTION AND OUTLOOK***

**The Miami Dade County Homeless Trust (MDHT) concluded the year with a fund balance position in the amount of \$2,504,557. These funds have been budgeted and will be utilized in Fiscal Year 03-04 in order to provide primary care homeless beds as well as fund both operating and capital reserves which the Trust established. As U.S. HUD revenues and their corresponding expenses were higher than budgeted for Fiscal Year 02-03, a year end supplemental budget will be required for Fund 720 Sub-fund 720 and Fund 720 Sub-fund 723 where these revenues and expenses reside.**

### Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

**The MDHT had originally projected a fund balance at the end of the fiscal year of \$ 2,213,800. The actual figure of \$2,504,557 and the corresponding positive increase of \$290,757 was primarily due to the actual revenue collection of F&B funds in the amount of \$8,507,185 which exceeded our projections of \$8,300,000. This increase in actual F&B revenue over year end projected figures coupled with expenditure savings experienced by the Trust accounts for the better than projected year end fund balance figure.**

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature

Department Director

Date: \_\_\_\_\_